

Instructions for filling out AA forms

1. Go to My Computer on the Desktop of your computer.
2. Access the W drive in the drop down box. If you do not have access to the W drive, call the helpdesk and ask them to install it for you.
3. After the W drive is loaded onto your computer follow these steps to pull up your AA form:

Step 1 - Click on the W drive icon.
Step 2 - Click on the FORMFLOW folder icon.
Step 3 - Click on the FORMS folder icon.
Step 4 - Click on the NAVMAC folder icon.
Step 5 - Click on the second MC10274 icon.
Step 6 - Click [YES], [LOAD ANYWAY], then [OK].

4. Examples showing how to fill out the AA forms are included. If you have further questions, call the Base Adj office.

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

3. DATE

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

5. ORGANIZATION AND STATION (Complete address)

6. VIA (As required)

7.

8. NATURE OF ACTION/SUBJECT

TO:

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

1300

3. DATE

20030623

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

5. ORGANIZATION AND STATION (Complete address)

Headquarters Battalion

MCCS

Marine Corps Logistics Base

Albany, GA 31704

6. VIA (As required)

(1) OIC

(3) CO, MCLB

(2) CO, HQBN

(4) CG, LOGCOM

7.

TO:

Headquarters U. S. Marine Corps
Manpower and Reserve Affairs (MMEA-85)
3280 Russell Road
Quantico, VA 22134-5103

8. NATURE OF ACTION/SUBJECT

REQUEST FOR RETENTION ON STATION

9. COPY TO (As required)

**SNM
FILES**

10. REFERENCE OR AUTHORITY (if applicable)

(a) MCO P1300.8

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, I respectfully request to be retained on station for an additional year for the following reasons:

a. To alleviate my son from moving during his Junior/Senior year of high school/ afford him the opportunity to graduate from his current school system.

b. Because the School Liaison Program is in its infancy stages, the opportunity to ensure program effectiveness. Moreover, because the SLO Position has been proposed in POM 06 for the FMF, the chance to provide a viable test-bed for others to follow/emulate.

c. Due to the financial burden placed on the MCFTB Program to stand-up the SLO position/office and time spent on establishing the necessary contacts/relationships on the base and in the community, the opportunity to see the service come into fruition.

2. The following information is provided:

a. DCTB: 020604

b. EAS: 060321

c. Depn: 3

MICHAEL A. MARINE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

11101/11

3. DATE

20030702

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

5. ORGANIZATION AND STATION (Complete address)

Provost Marshall's Office
Marine Corps Logistics Base
814 Radford Boulevard STE 20336
Albany, GA 31704-0336

6. VIA (As required)

(1) OIC (2) CO, HQBN

7.

TO:

Commanding Officer
Headquarters Battalion (A480)
Marine Corps Logistics Base
Albany, Georgia 31704-1128

8. NATURE OF ACTION/SUBJECT

REQUEST TO VACATE GOVERNMENT
QUARTERS AND RESIDE IN THE BARRACKS

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)

(a) MCO 11000.18
(b) BO 11101.9L

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, I respectfully request to vacate government housing and reside in the barracks due to recent separation and relocation of my spouse.

MICHAEL A. MARINE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

1300

3. DATE

20030717

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

5. ORGANIZATION AND STATION (Complete address)

Tech Assist
Headquarters Battalion
Marine Corps Logistics Command
Albany, Georgia 31704

6. VIA (As required)

(1) OIC

(3) CG, MCLC

(2) CO, HQBN

8. NATURE OF ACTION/SUBJECT

REQUEST FOR PERMANENT CHANGE
OF STATION ORDERS TO RECRUITING
SCHOOL

7.

TO:

Commandant of the Marine Corps
Manpower and Reserve Affairs (MMEA-85)
3280 Russell Road
Quantico, Virginia 22134-5103

9. COPY TO (As required)

SNM
FILES

10. REFERENCE OR AUTHORITY (if applicable)

(a) MCO P1300.8R

(b) MCO 1326.7

11. ENCLOSURES (if any)

(1) Commanding Officer Checklist

(2) Financial Checklist

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference (a) and (b), I respectfully request assignment to Recruiter School Class 6-03.

2. The following information is provided:

a. DCTB: 20020910

b. EAS: 20060610

c. Depn: 0

MICHAEL A. MARINE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

1000

3. DATE

20030610

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

5. ORGANIZATION AND STATION (Complete address)

Headquarters Battalion

PMO

Marine Corps Logistics Command

Albany, Georgia 31704

6. VIA (As required)

(1) OIC

(3) CG, MCLC

(2) CO, HQBN

7.

TO:

DFAS

Kansas City Center

1500 E. 95th St. (PMCF)

Kansas City, MO 64197

8. NATURE OF ACTION/SUBJECT

REQUEST FOR INITIAL CIVILIAN
MONETARY CLOTHING ALLOWANCE

9. COPY TO (As required)

SNM

FILES

10. REFERENCE OR AUTHORITY (if applicable)

(a) MCO P10120.28F (ICR) w/CH 1-2

(b) MCO P1080.40 MCTFSPRIM

(c) MCBUL 10120 Fiscal Year 2003 Individual Clothing
Allowance for Enlisted Personnel

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. In accordance with the provision contained in reference (a), a Civilian Clothing Replacement Allowance is approved for me. A unit dairy entry will be made according to the reference (b). Enclosure (4) of reference (c) outlines the current fiscal year clothing allowance rates.

2. I am accredited U.S. Marine Corps Special Agent aboard this installation who performs duties requiring the wear of civilian attire. Sergeant Michael Marine's present expiration of active duty is 13 Feb 2007.

MICHAEL A. MARINE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)